

**DEPARTMENT:** SCHOOLS  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JUNE 20, 2016

**DIRECTOR OF TRANSPORTATION**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the overall direction of a school district's transportation system which includes responsibility for safe, efficient and economical operation and maintenance. The incumbent acts as a liaison between the transportation department, parents, students, teachers and school administrators. Work is performed under the general supervision of the chief school officer, business manager or other superior permitting considerable leeway in carrying out the duties of the position. Supervision is exercised over bus drivers, mechanics and other transportation department personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Performs personnel functions (e.g. interviewing, evaluating, supervising, counseling, disciplining, directing, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving department objectives within budget;
2. Prepares a wide variety of written materials (e.g. bid specifications, correspondence, memos, reports, policy/procedures, budget, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information;
3. Develops and monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed;
4. Directs department operations (e.g. budgeting, safety programs, site inspections, preventive maintenance, etc.) for the purpose of providing services within established time frames and in compliance with related requirements;
5. Assesses incidents, complaints, etc. (e.g. safety issues, transportation routes, legal issues, department staffing, etc.) for the purpose of resolving or recommending a resolution to the situation;
6. Collaborates with internal and external personnel (e.g. other administrators, public agencies, parents, transportation regulation agencies, vendors, etc.) for the purpose of implementing and/or maintaining services and programs;
7. Facilitates and/or participates in meetings and workshops, etc. for the purpose of identifying issues, developing recommendations, supporting other staff and serving as a district representative;
8. Inspects all aspects of district transportation services for the purpose of ensuring that transportation activities are completed efficiently and within regulatory requirements;
9. Oversees vehicle preventative maintenance programs and activities for the purpose of ensuring school vehicles are maintained in safe and effective operating condition;
10. Recommends new hires, promotions, terminations and transfers;
11. Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls;
12. Recommends policies, procedures and/or actions related to district transportation services for the purpose of providing direction for meeting the district's goals and objectives;
13. Researches new equipment/vehicles, laws, regulations, etc. for the purpose of recommending purchases, contracts and proper maintenance of district-wide services;
14. Responds to emergency situations during and after standard hours for the purpose of resolving immediate safety concerns.

## **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of standard transportation methods, laws, codes, policies and procedures in the operation of a bus fleet; good knowledge of automotive repair methods and of the terminology and tools of the trade; good knowledge of the geography of the district; good knowledge of safety procedures and practices in the operation of automotive equipment; good knowledge of the New York State Motor Vehicle Law; good knowledge of personnel processes and standard business practices; skills in operating standard office equipment and modern software applications at an acceptable rate of speed and accuracy; ability to plan and manage projects and programs; ability to oversee and implement personnel policies and procedures; ability to budget and control costs; ability to plan and supervise the work of subordinates; ability to compile data and create and maintain reports and records; ability to get along well with others and maintain effective working relationships; ability to establish deadlines and prioritize tasks; ability to analyze and solve problems; ability to exercise sound professional judgment; integrity; dependability; physical condition commensurate with the demands of the position.

## **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Business, Public Administration, or Transportation related field **and** three (3) years of full-time paid experience in transportation services, two (2) years of which must have been in a supervisory capacity; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Business, Public Administration, or Transportation related field **and** five (5) years of full-time paid experience in transportation services, two (2) years of which must have been in a supervisory capacity.

## **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

1. Possession of a Commercial Driver's License (CDL), Class B with a P Endorsement issued by the New York State Department of Motor Vehicles.
2. Per chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.